



Guideline

Income Tax Withholding W-2/1099 Upload

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Tax Commissioner

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Introduction

Welcome to the North Dakota Income Tax Withholding W-2/1099 Upload service! W-2/1099 Upload is a free web-based program for submitting W-2 and 1099 information. The purpose of this guideline is to explain the features and advantages of the upload system, instruct users how to register on-line and use the system, and provide instructions that explain the Information Returns.

Eligible Users. Any employer that holds a valid North Dakota Income Tax Withholding account is eligible to upload W-2 and 1099 information. If you have not yet registered for an Income Tax Withholding account, you must apply and receive your account number before you register for W2/1099 Upload. To apply for an Income Tax Withholding account, go to www.nd.gov/tax and click on **Income Tax Withholding > Forms** on the left hand side of the page. Then click on *Sales/Use Tax Permit and Income Tax Withholding Application*.

Advantages of W-2/1099 Upload. The following W-2/1099 upload features will help make filing your Income Tax Withholding Information Returns on-line easier and more efficient than paper:

- **Availability:** You can register for W-2/1099 upload and file Income Tax Withholding Information Returns 24 hours a day, 7 days a week.
- **Login ID:** W2/1099 Upload uses North Dakota's Login ID system, which allows you to use the same ID and password for other Internet services provided by the Tax Commissioner's Office and other state agencies. The Login ID provides you the ability to identify and control which employees or outside professionals have access.
- **Security:** W2/1099 Upload uses Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.
- **Paper and postage:** All registration and return filing is completed on-line. There is no more paper to shuffle, no postage to pay, and no mail delays to worry about.
- **Once registered,** you can upload files for multiple accounts without additional registration requirements.
- **If W-2/1099 Information Returns are uploaded, or filed by another electronic means,** a Form 307 Reconciliation Return is not required.

Filing Method

The following is the electronic method available to upload your Income Tax Withholding Information Returns.

- **W-2/1099 Upload.** The Income Tax Withholding Information Return is uploaded through the Electronic Filing website. When using the upload feature, you are not required to send in paper forms or submit the information by other electronic means (CD; Floppy Disk; E-mail; etc.). In addition, if the Information Return is submitted electronically, you do not file a Form 307 Reconciliation Return.

Navigating and Entering Data in W-2/1099 Upload

As you navigate through the W-2/1099 Upload system and enter data, please remember these tips:

- Use the buttons provided in the application (i.e., Continue, Edit, Save, etc.) to navigate. All application buttons are located at the bottom of each page. Do not use your browser's Back and Forward buttons.
- For your convenience, a Main Menu link and Logout link are located near the top of each page.

Registration Process

Registration for W-2/1099 Upload is a quick, three-step process: (1) Obtain a North Dakota Login ID; (2) Register your account to obtain authorization code; and, (3) Complete registration by entering the account number and authorization code.

Each person (user) needs only one Login ID for all on-line applications. Any user that already has a Login ID should go directly to Step 2 to begin using Withholding Information Returns Upload.

When registering an account for W-2/1099 Upload, use your business's withholding account. If you do not have a withholding account, but will be submitting W-2/1099 information for other businesses, please contact our office to obtain a transmitter account number specifically for the W-2/1099 Upload registration.

After your account is registered in Step 2, the Tax Commissioner mails an authorization code to the individual registering the account to the mailing address the Tax Commissioner has on file. This step prevents any unauthorized user from registering an account that he or she should not have access to. When the registration is completed in Step 3, only the user that registered the account in Step 2 may use the authorization code mailed by the Tax Commissioner's Office. Any authorized user may obtain another authorization code on-line so that an additional user may access that account.

In addition, any authorized user may terminate another authorized user's access to an account by selecting the View Authorized Users option on the main menu. This option allows an employer to remove access to the system for outside professionals or employees that no longer should have access.

Step 1: North Dakota Login ID (Go to <http://www.nd.gov/tax/indwithhold/elecfileing/> and click [Access W-2/1099 Upload](#))

- A. Click [Register Now](#).
- B. Complete the *Sign Up* page.
- C. Click [Create Login](#).
- D. You will receive a confirmation e-mail within a few seconds.
- E. You must respond to the e-mail by clicking on the link provided and entering your password.
- F. Your North Dakota Login ID is now ready to use.
Go to Step 2.

The screenshot displays the North Dakota Office of State Tax Commissioner's Withholding WebFile Online Service. The top section is the 'Login' page, which includes a note: 'Please DO NOT use your browser's back and forward options to navigate this application. Use the buttons provided in the application.' Below this, there are fields for 'Login ID' and 'Password', each with a 'Forgot Your Login ID?' and 'Forgot Your Password?' link. A 'Login' button is present, along with a link to 'Register Now' for users without a login ID. There are also links for 'What is a State of North Dakota Login ID?', 'Modify your State of North Dakota Login ID information', and 'Change your password'. A note mentions assistance with login ID or filing returns, directing users to 'please contact support' or 'Tax Department - Withholding Support'. A security statement about SSL encryption is also visible.

The bottom section is the 'Registration' page, titled 'Sign up for your State of North Dakota Login ID. *Required'. It contains several form fields: 'First Name', 'Last Name', 'Initial', 'Suffix (3r, 4th, etc.)', 'Address Line 1', 'Address Line 2', 'Address Line 3', 'City', 'State/Province', 'Zip/Postal Code', 'Country' (set to 'United States of America'), 'Phone' (with area code and extension), and 'Organization'. There are also fields for 'Email Address' and 'Confirm Address'. Below these are fields for 'Login ID', 'Password', and 'Confirm Password'. To the right of the registration form, there are two informational boxes. The first, 'Selecting your ID and Password', explains that the ID and password are required for each login and provides details: the ID must be at least 3 characters long, a suggested ID is the first character of the first name followed by the last name, and the ID must be unique. The second box, 'Selecting your Password', states the password must be at least 6 characters long, contain at least 1 upper case character, at least 2 lower case characters, and at least 1 number. Below these boxes are fields for 'Security Question 1', 'Security Answer 1', 'Security Question 2', and 'Security Answer 2'. At the bottom, there are 'Cancel' and 'Create Login' buttons.

Step 2: Register Income Tax Withholding Account (Go to <http://www.nd.gov/tax/indwithhold/electfiling/> and click [Access W-2/1099 Upload](#))

- A. Sign in by entering your Login ID and password.
- B. Enter the account number you want to register. Use your own account number to register. If you do not have a withholding account, but need to register to submit for other accounts, please contact our office.
- C. Click **Continue.**
- D. Based on the name and address displayed, verify you have selected the correct account.
- E. Enter your e-mail address and enter your name in the Attention Name box.
- F. Click **Submit.**
- G. You will receive a confirmation page.
- H. An authorization code will be mailed to the mailing address on file at the Tax Commissioners Office.

North Dakota Tax Department | Withholding WebFile Online Services | Request and Complete Taxpay - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <http://www.applet.nd.gov/tax/indwithhold/electfiling.htm>

North Dakota nd.gov Official Portal for North Dakota State Government

North Dakota Office of State Tax Commissioner Withholding WebFile Online Service

Main Menu User: WithholdingWebFile | Logout

Register New Account

Each account must be registered through this WebFile system and each user (Login ID) must complete registration for each account they wish to access. The registration process is completed through the use of a withholding WebFile authorization code. If you have already received an authorization code for the account you wish to access, please go to the Complete Registration option. If you have not received an authorization code for this account and the account is not already registered through this WebFile system, enter the Account Number below. An account number is the Federal Employer Identification Number (FEIN) plus a two digit suffix (example: 12345678901).

Note: If registration for the account you wish to access has already been completed by one or more users, you must obtain an authorization code from one of the registered users and complete registration.

Account Number: (99999999999)

Continue

Complete Registration

To complete registration, enter the account number and withholding WebFile authorization code here.

Account Number: (99999999999)

Authorization Code: (99999999)

Cancel Submit

Main Menu User: WithholdingWebFile | Logout

Account Number: 123456789 01 Taxpayer Name: ABC BAR INC

Register New Account

The following taxpayer information has been found for the account number that was entered. Please verify that this is the correct taxpayer.

*Required Information

Account Number: 123456789002

Name: ABC BAR INC

Address: PO BOX 100

City, State, Zip: BNY CITY, ND 58999-0000

Daytime Telephone:

Email:

Confirm Email:

The Tax Commissioner's office will send a letter to the address displayed above. This letter will contain the withholding WebFile authorization code that allows you to complete registration for this account.

Please enter the name of the individual who should be included in the attention portion of the mailing address.

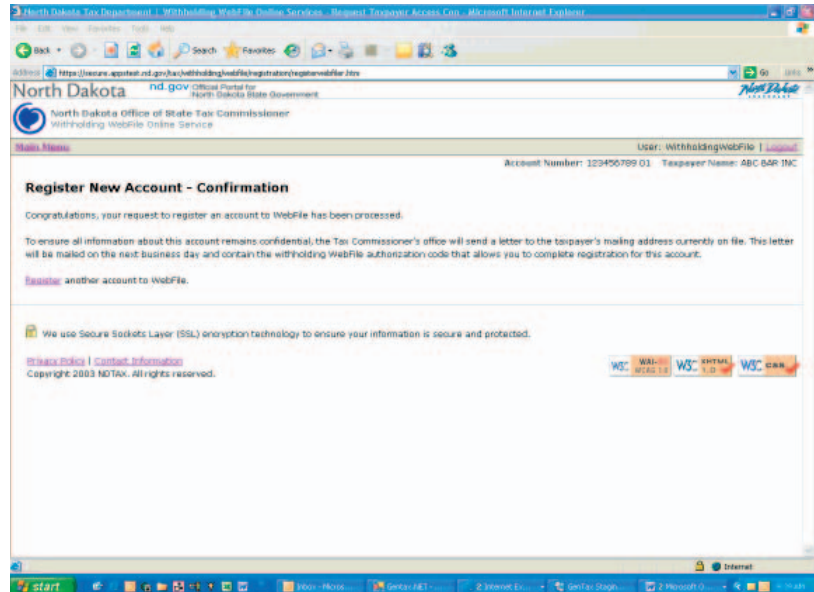
Attention Name:

By clicking Submit below, I understand I have elected to file Withholding returns via WebFile, and agree to follow the filing and payment guidelines established by the Tax Commissioner's Office. I also understand that once I complete the registration process, by entering the authorization code that will be issued by the Tax Commissioner's Office, I will no longer receive a paper return to file, and will be required to file electronically and use the payment method selected above. My election to participate and use the selected payment method is in effect until I change my participation or payment method through options in the WebFile system or in writing to the Tax Commissioner. I understand the Tax Commissioner's Office may elect to terminate or change this service at any time.

Cancel Submit

Continued on next page

Step 2: Register Income Tax Withholding Account (Continued)



Important Note: After you complete Step 2, Register Income Tax Withholding Account, an authorization code will be mailed to you at the mailing address we have on file for the account you are registering. When you register for W-2/1099 Upload, please allow sufficient time (we recommend two weeks) for the authorization code to reach you by mail.

Step 3: Complete Registration (Go to <http://www.nd.gov/tax/indwithhold/elecfileing/> and click [Access W2/1099 Upload](#))

- A. Sign in by entering your Login ID and password.
- B. Scroll to the **Complete Registration** section of the page.
- C. Enter the account number and authorization code you received in the mail.
- D. Click **Submit**.
- E. You will receive a confirmation page. You now have access to all W-2/1099 Upload features for this account.

The image displays two screenshots of the North Dakota Tax Department's Withholding Webfile Online Services interface. The top screenshot shows the 'Complete Registration' page, which includes fields for 'Account Number' and 'Authorization Code', both with placeholder text '(9999999999)'. Below these fields are 'Cancel' and 'Submit' buttons. The page also features a 'Main Menu' link and a security notice about SSL encryption. The bottom screenshot shows the 'Complete Registration - Confirmation' page, which states that the registration process is complete and lists the following features: file returns (if you pay by ACH Debit), view previously filed returns, view and update payment information, obtain authorization codes for additional users, and remove access for existing authorized users. Both screenshots show the user is logged in as 'Withholdingwebfile' and the taxpayer name is 'ABC BAR INC'.

Main Menu

Once a user has completed registration for an account, that user may access all the features of W-2/1099 Upload from the ***Main Menu***.

Please note that the user ID of the person logged onto the system, the account number and business name of the account is always displayed near the top of the screen.

Main Menu - Continued

Upload W-2

Upload W-2

Click on this option to upload the file containing the W-2 information.

Action

Click Browse to search for the location of the file you wish to upload. Once the file is selected, click Upload. You will see a confirmation page identifying the W-2 information was successfully uploaded.

Click on Main Menu for additional options, including uploading additional files.

Important Note: If there was an error with the file, that error will be identified in red at the top of the page. Please note that in the event of an error message, the file was not submitted to our office. Please correct the error and resubmit the file.

Important Note: The file must be formatted according to the specifications in the Social Security Administration's publication Magnetic Media Reporting and Electronic Filing (MMREF-1)

Main Menu - Continued

Upload 1099

Upload 1099

Click on this option to upload the file containing 1099 information.

Action

Click Browse to search for the location of the file you wish to upload. Once the file is selected, click Upload. You will see a confirmation page identifying the 1099 information was successfully uploaded.

Click on Main Menu for additional options, including uploading additional files.

Important Note: If there was an error with the file, that error will be identified in red at the top of the page. Please note that in the event of an error message, the file was not submitted to our office. Please correct the error and resubmit the file.

Important Note: The file must be formatted according to the specifications in the Internal Revenue Service Publication 1220.

Main Menu - Continued Register for Withholding

Register for Withholding

Click on this button to start the process to register a withholding account for Webfile. This will allow you to file quarterly returns online. For additional information see the Withholding Webfile Guideline at the following address: <http://www.nd.gov/tax/indwithhold/pubs/withholdingwebfileguide.pdf>

Main Menu – Continued

View Authorized Users

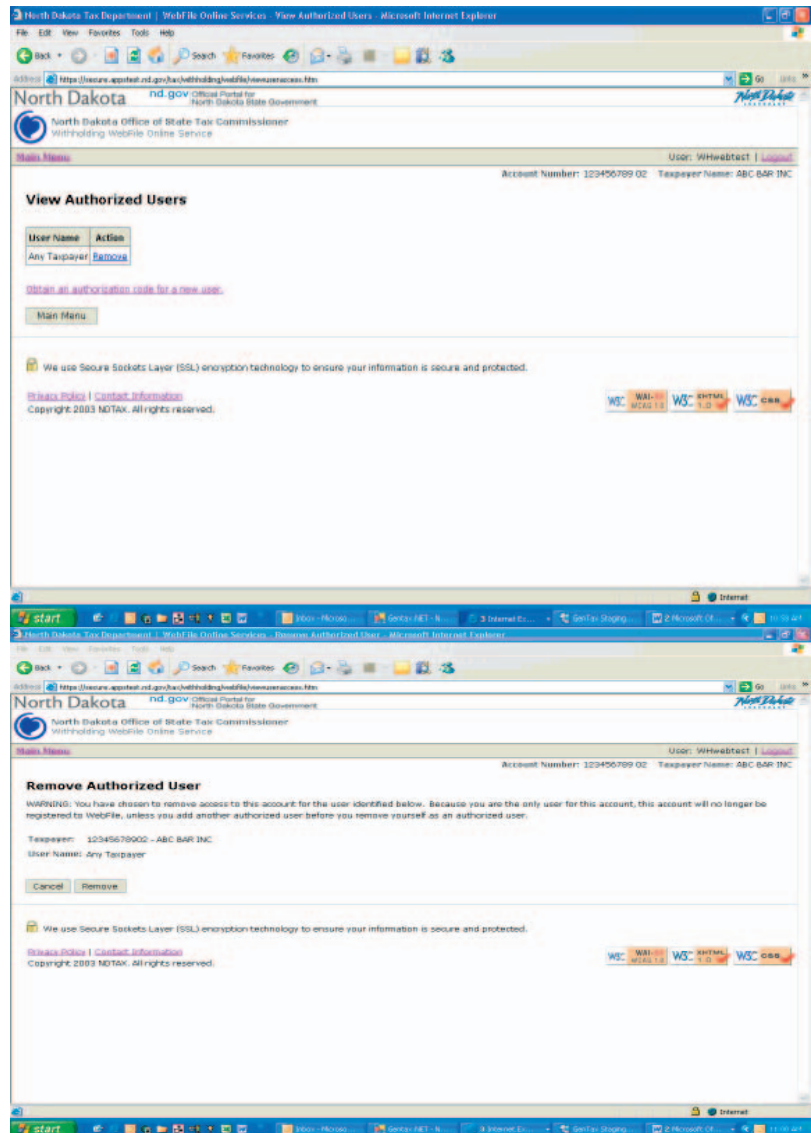
[View Authorized Users.](#)

Click this option to view all users that are authorized to access W-2/1099 Upload for this account. By selecting this option any authorized user may delete existing users or obtain an authorization code for a new user.

To authorize another user to access this account, click the [Obtain an authorization code for a new user](#) link. W-2/1099 Upload will display a new authorization code that you may give to another user. The new user will need to (1) obtain a North Dakota Login ID (if he or she does not already have one), (2) log on to the W-2/1099 Upload system, and (3) enter the account number and authorization code at the [Complete Registration](#) option. These steps will provide access to the new user for all W-2/1099 Upload functions for this account.

To discontinue access for an authorized user, select the [Remove](#) link next to the user's name. The user's name will be displayed. To remove access for the user, click the **Remove** button. If you decide not to remove access for the user, select the **Cancel** button.

Important note: If you are the only authorized user and you click the [Remove](#) link by your name and then confirm that action by selecting the Remove button, the account will no longer be registered for W-2/1099 Upload because there will be no authorized users.



Penalty Provisions

If a return is not filed on or before the due date, the law provides penalty charges for the delinquency of \$10.00 per document up to a maximum of \$2,000.00.

Out of Business

The income tax withholding law requires a withholding account that is going out of business to file a final Form 307 and accompanying W-2 or 1099 forms at the same time you file your final Federal forms W-3 and W-2 with the Internal Revenue Service.

Cancel WebFile Registration

If you are going out of business or for any reason want to file paper income tax withholding information returns, you must cancel your W-2/1099 Upload registration for each account. To cancel complete the following steps:

- Login to the W-2/1099 Upload system.
- On the Main Menu, select View Authorized Users.
- In the Action column, click on remove. (**Important Note:** if there is more than one user, you must remove all other users before you remove your own user name.)
- On the Remove Authorized Users page, click the Remove button.

When you click on the Remove button for the last user, you will no longer be registered for W-2/1099 Upload and you will be returned to the Login ID page.

Need Assistance

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